

9/6/00
RECEIVED
LEGISLATIVE AUDITOR
2001 JAN 12 AM 10:05

REPORT

UPTOWN AREA SENIOR ADULT MINISTRY, INC.

JUNE 30, 2000

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 2-28-01

UPTOWN AREA SENIOR ADULT MINISTRY, INC.
INDEX TO REPORT

JUNE 30, 2000

PAGE

ACCOUNTANT'S COMPILATION REPORT	1
FINANCIAL STATEMENTS:	
Statement of Financial Position	2-3
Statement of Activities	4
Statement of Cash Flows	5
Notes to Financial Statements	6-8
SUPPLEMENTARY INFORMATION:	
Schedule of Financial Assistance	9
Statement of Functional Expenses	10
Allocation of Functional Expense	11
INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES	12-15



HIENZ & MACALUSO, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

3320 N. Causeway Blvd., Suite 6

Metairie, LA 70002

(504) 837-5434

FAX (504) 837-5435

rhienz@mindspring.com

ajmjrcpa@aol.com

Robert W. Hienz, C.P.A.

Anthony J. Macaluso, Jr., C.P.A.

MEMBERS

American Institute of Certified Public Accountants
Society of Louisiana Certified Public Accountants

ACCOUNTANT'S COMPILATION REPORT

December 28, 2000

Board of Directors

Uptown Area Senior Adult Ministry, Inc.

921 S. Carrollton Avenue

New Orleans, LA 70118

We have compiled the accompanying statement of financial position of Uptown Area Senior Adult Ministry, Inc. as of June 30, 2000 and the related statements of activities and cash flows for the year then ended, and the accompanying supplementary information, which is presented only for supplementary analysis purposes, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and supplementary schedules information that is the representation of management. We have not audited or reviewed the accompanying financial statements and supplementary schedules and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report, dated December 28, 2000, on the results of our agreed-upon procedures.

Hienz & Macaluso, L.L.C.

HIENZ & MACALUSO, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

Metairie, Louisiana

UPTOWN AREA SENIOR ADULT MINISTRY, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2000
UNAUDITED

ASSETS:

CURRENT ASSETS:

Cash		
Operating account - Council on Aging funds	\$	3,646.55
Cash - Robert Wood Johnson grant		93.23
Cash - savings account		3,262.60
Certificates of deposit		33,055.52
Total current assets		40,057.90

PROPERTY AND EQUIPMENT:

Furniture and equipment		16,027.00
Van		17,908.00
Accumulated depreciation		(18,160.36)
Total property and equipment		15,774.64

TOTAL ASSETS	\$	55,832.54
--------------	----	-----------

SEE ACCOUNTANT'S COMPILATION REPORT
AND ACCOMPANYING NOTES

UPTOWN AREA SENIOR ADULT MINISTRY, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2000
UNAUDITED

LIABILITIES AND NET ASSETS:

CURRENT LIABILITIES:

Accounts payable	\$	91.94
Payroll taxes		522.00

Total current liabilities		613.94
---------------------------	--	--------

TOTAL LIABILITIES		613.94
-------------------	--	--------

NET ASSETS:

Temporarily restricted net assets		93.23
Unrestricted net assets		55,125.37

TOTAL NET ASSETS		55,218.60
------------------	--	-----------

TOTAL LIABILITIES AND NET ASSETS	\$	55,832.54
-------------------------------------	----	-----------

SEE ACCOUNTANT'S COMPILATION REPORT
AND ACCOMPANYING NOTES

UPTOWN AREA SENIOR ADULT MINISTRY, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2000
UNAUDITED

UNRESTRICTED NET ASSETS:

Support:

Dues	\$ 2,265.00
Fundraising	4,473.20
Lunches & van transportation	10,233.00
Interest income	1,436.71
Gifts	9,007.03
Gain on sale of van	1,300.00
Other	3,828.58
Total unrestricted support	32,543.52

NET ASSETS RELEASED FROM RESTRICTIONS:

Satisfaction of donor imposed restrictions	17,908.00
Satisfaction of program requirements	145,080.69
Total net assets released from restrictions	162,988.69
Total unrestricted support and reclassifications	195,532.21

EXPENSES:

Program services	143,128.10
Supporting services:	
Administrative and general	25,663.01
Fundraising	9,851.77
Total expenses unrestricted net assets	178,642.88
Increase in unrestricted net assets	16,889.33

TEMPORARILY RESTRICTED NET ASSETS:

New Orleans Council on Aging grant	58,884.80
Contributions restricted for purchase of van	1,610.72
Donated services	73,386.00
Net assets released from restrictions	(162,988.69)
Decrease in temporarily restricted net assets	(29,107.17)

TOTAL DECREASE IN NET ASSETS (12,217.84)

Net assets at the beginning of the year 67,436.44

NET ASSETS AT THE END OF THE YEAR \$ 55,218.60

SEE ACCOUNTANT'S COMPILATION REPORT
AND ACCOMPANYING NOTES

UPTOWN AREA SENIOR ADULT MINISTRY, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2000
UNAUDITED

CASH FLOWS FROM OPERATING ACTIVITIES:

Decrease in net assets	\$	(12,217.84)
Adjustments to reconcile change in net assets to net cash used by operating activities:		
Depreciation		2,133.36
Increase in current liabilities		109.86
Net cash used by operating activities		(9,974.62)

CASH FLOWS FROM INVESTING ACTIVITIES:

Purchase of van	(17,908.00)
Net cash used by investing activities	(17,908.00)

NET DECREASE IN CASH (27,882.62)

Cash at the beginning of the year 67,940.52

CASH AT THE END OF YEAR \$ 40,057.90

SEE ACCOUNTANT'S COMPILATION REPORT
AND ACCOMPANYING NOTES

UPTOWN AREA SENIOR ADULT MINISTRY, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2000
UNAUDITED

ORGANIZATION :

Uptown Area Senior Adult Ministry, Inc. (the Organization) was formed on November 16, 1977 to promote and effectuate the planning and delivery of social service programs including and incidental to services for the aged, housing, day care, adult education, pre-retirement assistance and research, employment and education in the city of New Orleans. The Organization's main sources of revenue are grants received from the New Orleans Council on Aging, the Robert Wood Johnson Foundation and gifts from the community.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Basis of Accounting and Presentation:

The financial statements are prepared on the accrual basis of accounting. Accordingly, revenue is recorded when earned and expenses are recorded when incurred.

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards No. 117, *Financial Statements for Not-for-Profit Organizations*.

The statement of activities presents expenses of the organization functionally between program services, administrative and general services and fundraising. Those expenses which cannot be functionally categorized are allocated between functions based upon management's estimate of usage applicable to conducting those functions.

Statement of Cash Flows:

As required by generally accepted accounting principles, the financial statements include a statement of cash flows showing cash provided and used by operating, investing, and financing activities.

For purposes of implementing the cash flow statement, the Organization has defined cash equivalents as those amounts included in the statement of financial position caption "Cash" and "Certificates of Deposit". All certificates of deposit have an original maturity of six months or less.

Income Taxes:

The Organization has been determined to be tax exempt under Section 501(c)(3) of the Internal Revenue Code.

UPTOWN AREA SENIOR ADULT MINISTRY, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2000
UNAUDITED

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Cash - Restricted:

The use of cash received from the Organization's grants is restricted to the payment of expenses for activities of those two grant agreements. Restricted cash amounted to \$ 93.23 as of June 30, 2000.

Property and Equipment:

Property and Equipment is stated at cost and is depreciated over the estimated useful life of five years for furniture, equipment and vans, using the straight line method of depreciation. For the year ended June 30, 2000, depreciation expense was \$ 2,133.36.

Donated services:

The Organization receives donated services from the community. These services are recorded based on total hours donated at a rate of \$ 6.00 per hour. These services are recorded as donated services revenue and donated services expense in the amount of \$ 73,386.00.

2. MANAGEMENT'S ESTIMATES AND ASSUMPTIONS:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

3. GRANT REVENUE:

The Organization receives grant revenue from two sources to perform services for the elderly. The Organization has a grant with the New Orleans Council on Aging in the amount of \$ 58,884.80, which expired on June 30, 2000. This grant was awarded to the Organization for an additional year, expiring on June 30, 2001.

The second grant is from the Robert Wood Johnson Foundation in the amount of \$25,000. This grant began on May 1, 1998 and expired on October 31, 1999. The Organization recorded temporarily restricted revenue in the amount of \$ 25,000 during 1998. As of June 30, 2000 \$ 93.23 remained in temporarily restricted net assets.

UPTOWN AREA SENIOR ADULT MINISTRY, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2000
UNAUDITED

4. TEMPORARILY RESTRICTED NET ASSETS:

Temporarily restricted net assets consist of remaining cash from grants less current liabilities. Temporarily restricted net assets were \$ 93.23 as of June 30, 2000.

5. NET ASSETS RELEASED FROM RESTRICTIONS:

Net assets are released from temporary donor restrictions by incurring expenses satisfying the restricted purpose.

6. CONCENTRATION OF REVENUE:

The Organization receives a substantial amount of its revenue in the form of grants from governmental agencies and private foundations. A significant reduction in the level of this revenue, if this were to occur, may have an effect on the organization's programs and activities.

7. LEASE AGREEMENT:

The Organization leases space from the Carrollton United Methodist Church in New Orleans, Louisiana through an operating lease in force from July 1, 1999 through June 30, 2000 in the amount of \$ 1,100 per month. The lease terms are year to year after expiration of the current lease. Minimum future lease payments under the above operating lease are \$ 13,200 for 2001.

UPTOWN AREA SENIOR ADULT MINISTRY, INC.
SUPPLEMENTARY INFORMATION
SCHEDULE OF FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2000
UNAUDITED

GRANTOR	PROGRAM DESCRIPTION	CONTRACT PERIOD	REVENUE	EXPENSE
New Orleans Council on Aging	** To provide various services for the elderly	07/01/99 - 06/30/00	\$ 58,884.80	\$ 58,884.80
Robert Wood Johnson Foundation Grant	* To provide various services for the elderly	05/01/98 - 10/31/99	\$ 25,000.00	\$ 13,057.21

* Received \$ 25,000 in May, 1998 (\$ 11,849.56 expended during FYE June 30, 1999).

**Passed through by the Governor's Office of Elderly Affairs - State of LA and the federal government.

SEE ACCOUNTANT'S COMPILATION REPORT
AND ACCOMPANYING NOTES

UPTOWN AREA SENIOR ADULT MINISTRY, INC.
SUPPLEMENTARY INFORMATION
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2000
UNAUDITED

	PROGRAM	GENERAL AND ADMINISTRATIVE	FUNDRAISING	TOTAL ALL FUNCTIONAL CATEGORIES
EXPENSES:				
Bank charges	\$ 9.60	\$ 1.80	\$ 0.60	\$ 12.00
Community shares	480.00	90.00	30.00	600.00
Depreciation	1,706.69	320.00	106.67	2,133.36
Fees	376.00	70.50	23.50	470.00
Flea market	--	--	100.00	100.00
Insurance	3,979.24	746.11	248.70	4,974.05
Legal	80.00	15.00	5.00	100.00
Lunches	4,138.00	--	--	4,138.00
Miscellaneous	135.88	25.48	8.49	169.85
Payroll taxes	3,790.57	710.73	236.91	4,738.21
Postage	543.15	101.84	33.95	678.94
Program supplies	670.65	--	--	670.65
Program development	887.96	--	--	887.96
Program - donated services	58,708.80	11,007.90	3,669.30	73,386.00
Printing	454.26	85.17	28.39	567.82
Rent	10,560.00	1,980.00	660.00	13,200.00
Repairs and maintenance	897.84	168.34	56.11	1,122.29
Salaries	50,598.98	9,487.31	3,162.44	63,248.73
Spaghetti dinner	--	--	1,197.43	1,197.43
Supplies	1,073.93	201.36	67.12	1,342.41
Telephone	744.19	139.53	46.51	930.23
Training	562.00	--	--	562.00
Van gasoline and oil	2,730.36	511.94	170.65	3,412.95
TOTAL FUNCTIONAL EXPENSES	\$ 143,128.10	\$ 25,663.01	\$ 9,851.77	\$ 178,642.88

SEE ACCOUNTANT'S COMPILATION REPORT
AND ACCOMPANYING NOTES

UPTOWN AREA SENIOR ADULT MINISTRY, INC.
SUPPLEMENTARY INFORMATION
ALLOCATION OF FUNCTIONAL EXPENSE
FOR THE YEAR ENDED JUNE 30, 2000
UNAUDITED

	COUNCIL ON AGING	ROBERT WOOD JOHNSON FOUNDATION	UNRESTRICTED	TOTAL
EXPENSES:				
Bank charges	\$ --	\$ 12.00	\$ --	\$ 12.00
Community shares	--	--	600.00	600.00
Depreciation	--	--	2,133.36	2,133.36
Fees	300.00	--	170.00	470.00
Flea market	--	--	100.00	100.00
Insurance	3,500.00	--	1,474.05	4,974.05
Legal	100.00	--	--	100.00
Lunches	--	--	4,138.00	4,138.00
Miscellaneous	169.85	--	--	169.85
Payroll taxes	2,880.00	795.28	1,062.93	4,738.21
Postage	300.00	--	378.94	678.94
Program supplies	500.00	--	170.65	670.65
Program development	816.00	--	71.96	887.96
Program - donated services	73,386.00	--	--	73,386.00
Printing	106.00	--	461.82	567.82
Rent	10,000.00	--	3,200.00	13,200.00
Repairs & maintenance	--	--	1,122.29	1,122.29
Salaries	36,000.00	12,249.93	14,998.80	63,248.73
Spaghetti dinner	--	--	1,197.43	1,197.43
Supplies	500.00	--	842.41	1,342.41
Telephone	300.00	--	630.23	930.23
Training	--	--	562.00	562.00
Van gasoline and oil	3,412.95	--	--	3,412.95
TOTAL FUNCTIONAL EXPENSES	\$ 132,270.80	\$ 13,057.21	\$ 33,314.87	\$ 178,642.88

SEE ACCOUNTANT'S COMPILATION REPORT
AND ACCOMPANYING NOTES



HIEENZ & MACALUSO, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

3320 N. Causeway Blvd., Suite 6

Metairie, LA 70002

(504) 837-5434

FAX (504) 837-5435

rhienz@mindspring.com

ajmjrca@aol.com

Robert W. Hienz, C.P.A.

Anthony J. Macaluso, Jr., C.P.A.

MEMBERS

American Institute of Certified Public Accountants
Society of Louisiana Certified Public Accountants

Independent Accountant's Report on Applying Agreed-Upon Procedures

December 28, 2000

To the Board of Directors
Uptown Area Senior Adult Ministry, Inc.
921 S. Carrollton Avenue
New Orleans, LA 70118

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Uptown Area Senior Adult Ministry, Inc., the Legislative Auditor, State of Louisiana, and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about Uptown Area Senior Adult Ministry, Inc.'s compliance with certain laws and regulations during the year ended June 30, 2000 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Federal, State, and Local Awards

1. Determine the amount of Federal, State and Local award expenditures for the fiscal year, by grant and grant year.

Uptown Area Senior Adult Ministry, Inc.'s Federal, State and Local award expenditures for all programs for the fiscal year follow:

Federal Awards:

Grant Name	- New Orleans Council on Aging (Passed though by the Governor's Office of Elderly Affairs - State of LA and the Federal Government)
Grant Year	- 06/30/00
CFDA Number	- 93.044
Amount	- \$ 58,884.80

Total federal awards: \$ 58,884.80

Other awards:

Grant Name - Robert Wood Johnson Foundation
Grant Year - 05/01/98 through 10/31/99
CFDA Number - N/A
Amount - \$ 13,057.21

Total other awards: \$ 13,057.21

2. For each Federal, State, and Local award, we randomly selected 6 disbursements from each award administered during the period under examination.
3. For the items selected in procedure 2, we traced the six disbursements to supporting documentation as to proper amount and payee.

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

4. For the items selected in procedure 2, we determined if the six disbursements were properly coded to the correct fund and general ledger account.

All of the payments were properly coded to the correct fund and general ledger account.

5. For the items selected in procedure 2, we determined whether the six disbursements received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the executive director and the chairman of the board. In addition, each of the disbursements were traced to Uptown Area Senior Adult Ministry, Inc.'s minute book where they were approved by the full board.

6. For the items selected in procedure 2: For Federal awards, we determined whether the disbursements complied with the applicable specific program compliance requirements summarized in the Compliance Supplement (or contained in the grant agreement, if the program is not included in the Compliance Supplement) and for State and Local awards, we determined whether the disbursements complied with the grant agreement, relating to:

Activities allowed or unallowed:

We reviewed the previously listed disbursements for types of services allowed or not allowed. All disbursements reviewed were for allowed activities.

Eligibility

We reviewed the previously listed disbursements for eligibility requirements. All disbursements reviewed were within program guidelines and were therefore considered

eligible expenses.

Reporting

We reviewed the previously listed disbursements for reporting requirements. All disbursements reviewed were correctly reported on reimbursement reports or other reports required by each grant.

7. For the programs selected for testing in item (2) that had been closed out during the period under review, we compared the close-out report, when required, with the organization's financial records to determine whether the amounts agree.

The six disbursements selected included two grants that were closed out during the period of our review. We compared the close-out reports for these two grants with the organization's financial records. The amounts reported on the close-out reports agreed to the organization's financial records.

Meetings

8. We examined evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Uptown Area Senior Adult Ministry, Inc. is only required to post a notice of each meeting and the accompanying agenda at their office. Although management has asserted that such documents were properly posted, we could find no evidence supporting such assertion other than an unmarked copy of the notices and agendas.

Comprehensive Budget

9. For all grants exceeding five thousand dollars, we determined that each applicable Federal, State, or Local grantor agency/agencies was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

Uptown Area Senior Adult Ministry, Inc. provided comprehensive budgets to the applicable state grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

Prior Comments and Recommendations

10. We reviewed any prior-year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

There were no previous agreed-upon procedures engagements for the any prior years

therefore there were no prior comments and recommendations.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Uptown Area Senior Adult Ministry, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency/agencies and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Hienz & Macaluso, L.L.C.

HIENZ & MACALUSO, L.L.C.
CERTIFIED PUBLIC ACCOUNTANTS
Metairie, Louisiana

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-public Entities)

December 21, 2000 (Date Transmitted)

Hienz & Macaruso, L.L.C.
3320 N. CAUSEWAY BLVD., Suite 6
Metairie, LA 70002

(Auditors)

In connection with your compilation of our financial statements as of June 30, 2000 and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representation).

Federal, State, and Local Awards

We have detailed for you the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes ☒ No ☐

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes ☒ No ☐

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes ☒ No ☐

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes ☒ No ☐

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Yes ☒ No ☐

Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes ☒ No ☐

Prior Year Comments

We have resolved all prior-year recommendations and/or comments.

N/A Yes [] No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance which may occur up to the date of your report.

<u>Maurie H. Moor</u>	Board Member Secretary	<u>12/27/2000</u>	Date
<u>Juliana D. Padgett</u>	Vice President Treasurer	<u>12/27/00</u>	Date
<u>Frank A. Chisholm</u>	President	<u>12/22/00</u>	Date

UPTOWN AREA SENIOR MINISTRY, INC.